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10 April 1956

MEMORANDUM FOR: Project Director

SUBJECT : Controls Established at Watertown (Messing and Housing Receipts)

1. Pursuant to the request in your memorandum dated 24 February 1956 pertaining to the subject matter, information is furnished hereunder to show the system currently employed as well as the system previously in effect.

MESSING

2. Prior to 26 March 1956, the cashier on duty was totally responsible for all messing receipts and removing both the tape and cash from the machine. The cash register in use was equipped with a means of locking in the tape, but the cashier on duty had possession of the key and removed the tape and money at the close of his duty period. A system of this nature leaves the effectiveness of an operation to the honesty of each cashier. Changes were effected 26 March 1956 as necessary to require handling as hereafter delineated:

(a) A different cash register machine has been installed to guard against cashiers having keys to the tape container in their possession. The two keys for the tape portion of the machine currently in use are retained by (1) the camp manager and (2) the assistant camp manager of Reynolds Electrical Engineering and Construction Company.

(b) The cash register machine is now serviced by the camp manager or his assistant which includes placing new tape therein and locking the tape holder to avoid the possibility of it being tampered with or read. \$100.00 is left in the machine at all times to permit the cashier to make change during his period of operation and a receipt is obtained for this amount.

(c) Upon termination of each shift the cashier removes all cash from the drawer, counts \$100.00 back into the cash drawer of the machine for change purpose during the next shift and secures the cash drawer. The remaining receipts are counted, placed in a sealed envelope showing thereon the date and hour of the shift, amount of money contained in the envelope and certification as to the correctness of all information shown. This envelope and the key to the cash drawer are immediately deposited, in a safe provided for this purpose, in the office of the camp manager.

It is felt that this briefing should be well delivered with a follow up discussion with each individual member, in particular supplier types. It is further recommended that this general briefing be fixed prior to overseas deployment and in the West Coast area. The undersigned would appreciate the opportunity to take part in the development of the presentation and/or briefing concerned.


Project Security Officer

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WTL:vod (5 Apr)
Retype and (9 Apr)
1 & 2 - Addressee
3 - Admin
4 - Proj. Reading ✓
5 - Proj. Chrono
6 - SO Subject
7 & 8 - SO (I Bldg)